



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5050.5M (HDQ)
N1
15 Jul 2010

COMNAVCRUITCOM INSTRUCTION 5050.5M (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: COMMAND INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 5351.1

Encl: (1) Command Indoctrination Program Topics
(2) Command Indoctrination Feedback Sheet

1. Purpose. To revise the COMNAVCRUITCOM Headquarters Command Indoctrination Program for newly reporting military and civilian personnel.

2. Cancellation. COMNAVCRUITCOMINST 5050.5L (HDQ).

3. Discussion. Per reference (a), each Navy member reporting to Navy Recruiting Command Headquarters must receive command and area-specific information to facilitate assimilation into the command, motivate the member, and enhance team spirit. Command Indoctrination Program briefs will be held on the third Tuesday of each month.

4. Responsibilities

a. Senior Enlisted Leader (SEL). Responsible for the coordination and all aspects of this program. (R)

b. Indoctrination Coordinator (INDOC). Will send a memorandum to Department Directors, Special Assistants, SEL, and LCPO's, at least one week before each scheduled briefing, listing the attendees and indoctrination schedule. (R)

c. Department Directors, Special Assistants and LCPO's. Ensure that all personnel scheduled for indoctrination report as directed and complete all scheduled briefings. Additionally, they will notify the Indoctrination Coordinator of personnel who are excused and the reason for the absence. These personnel are required to attend any missed briefings and will be rescheduled by the Indoctrination Coordinator.

d. Briefing Facilitators. Ensure that they are prepared to present a thoughtful concise brief about their department/office responsibilities. A listing of facilitators and their assigned topics are provided in enclosure (1).

e. Attendees. Complete a Command Indoctrination Feedback sheet, enclosure (2), upon completion of the program and return it to the Indoctrination Coordinator.

/s/
W. C. Marvel
Chief of Staff

Distribution:
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Command Indoctrination Program Topics

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<u>Facilitator</u>	<u>Topic</u>
Commander	Welcome Aboard
Deputy Commander	Welcome Aboard
Chief of Staff	Welcome Aboard
Senior Enlisted Leader	Welcome Aboard
Recruiter Representative	Recruiter 101
	Navy Recruiting Station Tour
	Military Entrance Processing Station Tour
Representative	Medical/Dental Services
	Vehicle Registration
	COMNAVCRUITCOM Organizational Brief
NRC Ombudsman	Command Ombudsman
NSA School Liaison	NSA School Brief
CMD Financial Officer (CFO)	Financial Responsibilities
CMD Safety Officer	Safety Brief
Staff Judge Advocate	Legal Brief
Public Affairs Officer	PAO Brief
Base Chaplain	Religious Affairs
Voting Assistance Officer	Voting Assistance
Senior Enlisted Watch Bill Coordinator	CDO Program
CMEO	Navy Pride Professionalism
N1 Representative	NSPS Training

15 Jul 2010

Command Indoctrination Feed-Back Sheet

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DATE OF ATTENDANCE: _____

The following is a critique of the Command Indoctrination Program. Please answer the questions as best as you can. Names are not required. To determine your answer, place an X under the number which best describes your feeling about each of the following questions:

ONE - VERY LITTLE EXTENT**THREE - SOME EXTENT****TWO - LITTLE EXTENT****FOUR - GREAT EXTENT****FIVE - VERY GREAT EXTENT****1 2 3 4 5**

1. To what extent was the Command Indoctrination () () () () ()
beneficial?

2. To what extent did you feel the speakers were () () () () ()
were informative?

3. To what extent do you know about the command () () () () ()
functions and the role that you play?

4. To what extent were your questions answered to () () () () ()
your satisfaction?

5. To what extent was the room temperature and () () () () ()
the overall room environment comfortable?

6. To what extent do you feel the information () () () () ()
provided by the command sponsor program and by
this indoctrination has helped you?

7. What, if any, changes would you make to improve the Command
Indoctrination program?

Please return this sheet to the Indoctrination Coordinator.